

Prepare for 21st Century Careers

Your future may or may not be well-defined at this time. The one thought that you may count on is this: Whatever career or job you choose, you still need skills to be successful. The skills that make you successful in school are very similar to the ones that will make you successful in a future career. Here are some of them:

- Basic skills – oral communications, reading, basic arithmetic, writing
- Higher-order thinking skills – problem-solving, learning strategies, creative thinking
- Personal traits and habits – dependability, positive attitude, punctuality, efficiency, self-confidence, flexibility, self-discipline

Complete the following tasks to analyze your skill development at this time:

1. Use the *Idaho Career Planning Guide* to choose a job title from a career cluster that interests you.
2. Describe a job assignment that a person might perform at work that would require each of the skills listed above.
3. Choose one of the following ways to communicate your understanding of how you measure up. Identify skills that you need to develop or refine before you apply and interview for the job you described.
 - Prepare a 3- to 5-minute presentation that you make to at least three individuals who agree to provide support and encouragement for you. Ask for their help as you continue developing your skills in school and in as many other settings as possible.
 - Create a portfolio of work samples to communicate your ability to apply each of the skills. Share the portfolio with those same three individuals who will provide support for you to meet new goals in developing your skills.
4. Rewrite the information in a format that is appropriate to include on a résumé. Make sure that what you write includes what and how your skills made a positive difference for a particular individual or group.
5. Finally, work with a partner to role-play an interview for a job that interests you, one in which your skills would be put to good use. Remember to communicate the information that you identified for a résumé.